

# Educational Consultant Job Description

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## **Duties and Responsibilities:**

- Develop instructional materials to be used by teachers/instructors
- Continuous update school curriculum to ensure that it is current and of required standard at all times
- Work hand-in-hand with the teaching staff to ensure improvement in teaching standards by recommending certain changes when it is necessary
- Advise administrative staff concerning development of curriculum and the use of new materials that have been put in place
- Discuss various issues that have to do with the educational system with members of the school management board so as to understand them and bring up solutions in cases where the issues are seen as problems
- Carry out maintenance and management of reports and records, and also ensure proper documentation of them all
- Provide professional support/advice to students in order to help them make the right choices
- Develop a conducive and positive learning environment for both prospective and already enrolled students
- Carry out data analysis as at when due
- Conduct training for employees to ensure their development
- Provide on-the-job observation of teachers and offer suggestions on ways to improve teaching style and encourage classroom participation
- Help in ensuring smooth transition of students from one level of education to another with proper guidance.

## **Educational Consultant Requirements – Skills, Knowledge, and Abilities**

- The most important skill an educational consultant must possess is that of effective communication. This is very necessary so as to be able to

understand what is actually needed by a school or students, and also be able to tackle them effectively

- The consultant should be willing and able to help at all times
- He/she should be dependable and possess a cooperative attitude
- He/she should have in-depth knowledge of administration and management; that is to say that he/she must have a clear understanding of how the educational system works
- Have strong knowledge of laws that guide education within the work area
- 2-4 years of relevant experience in a similar advisory role, preferably in an educational system
- A degree in Education, specifically in guidance counseling, or in curriculum and instruction
- An MSC. in any relevant field will be an added advantage.